

Message Text

CONFIDENTIAL

PAGE 01 STATE 093090

71

ORIGIN SS-20

INFO OCT-01 CCO-00 ISO-00 SSO-00 RSC-01 /022 R

DRAFTED BY S/S-S: MSPENDLETON
APPROVED BY S/S-S: MSPENDLETON
S/S:SRGAMMON
S/S-O:MR. EALUM
S/S-EX: MR. MILLER

----- 053012

O 062322Z MAY 74 ZFF6
FM SECSTATE WASHDC
TO AMEMBASSY NICOSIA IMMEDIATE
INFO AMCONSUL JERUSALEM IMMEDIATE

C O N F I D E N T I A L STATE 093090

TOSEC 312

E.O. 11652

TAGS: OVIP(KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. EXECUTIVE SECRETARIAT TEAM OF PAUL BARBIAN AND SHELLY SWITZLER SCHEDULED TO ARRIVE ABOARD SECRETARY'S PLANE FOR VISIT MAY 7. PLEASE ASSIGN AN FSO TO S/S WHO SHOULD MEET THE TEAM AT AIRPORT AND WORK WITH IT THROUGHOUT THE VISIT.

2. BY SEPTTEL YOU HAVE RECEIVED INSTRUCTIONS REGARDING ADMINISTRATIVE ARRANGEMENTS FOR THE VISIT. YOU WILL WANT TO UPDATE YOUR DETAILED SCHEDULE BY IMMEDIATE CABLE TO JERUSALEM, INFO THE DEPARTMENT, AS PLANNING EVOLVES. YOU SHOULD ALSO SEND BY CABLE GUEST LISTS FOR ANY SOCIAL OCCASIONS. ALSO PLEASE PROVIDE S/S WITH DRAFT THANK-YOU NOTES FOR THE SECRETARY TO APPROPRIATE OFFICIALS BEFORE THE END OF THE VISIT.

3. COMMUNICATIONS:

CONFIDENTIAL

CONFIDENTIAL

PAGE 02 STATE 093090

A. S/S WILL BE ON CALL THROUGHOUT THE VISIT. COMMUNICA-

TIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO LIMDIS, ALL OTHER TODEP/DEPTO CABLES, CONFIDENTIAL

CONFIDENTIAL

PAGE 03 STATE 093090

AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

4. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR

TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN. OF S/S-S AFTER DEPARTURE OF PARTY.

5. MANY THANKS FOR YOUR ASSISTANCE. RUSH

CONFIDENTIAL

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 06 MAY 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: cunninfx
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE093090
Document Source: CORE
Document Unique ID: 00
Drafter: S: MSPENDLETON
Enclosure: DC ALTERED
Executive Order: GS
Errors: N/A
Film Number: D740109-0394
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19740570/aaaackzf.tel
Line Count: 136
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators:
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: cunninfx
Review Comment: n/a
Review Content Flags:
Review Date: 17 APR 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <17 APR 2002 by elyme>; APPROVED <30-Sep-2002 by cunninfx>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT - SECRETARIAT REQUIREMENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: NICOSIA
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005